



# CHUA CHU KANG COMMUNITY CLUB IT Centre

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## Skillsfuture@PA Microsoft Access 2016 Basic and Intermediate

### Getting Started

- File Tab
- The Ribbon
- Navigation Pane
- Tabbed Document Window Viewing
- Tell me what you want to do (New!)

### Database Term

- Table
- Query
- Recordset
- Form
- Report

### Creating New Database

- New Database
- Database Templates

### Create a Table

- Table Views
- Adding New Fields
- Data Types
- Editing Data Types in Fields
- Types of Field Properties
- Setting Date/Time Format
- Setting Number Format
- Setting Yes/No format

### Working with a Table

- Moving around in the datasheet view
- Edit Records
- Delete Records
- Changing table structure
- Delete Table
- Rename Table

### Edit a Table

- Changing view to datasheet view
- Change Font
- Change Cell Effects
- Move a Column
- Hide/Unhide column
- Freeze or Unfreeze Column

### Keys

- Setting Primary Key
- Set the primary key using fields you already have
- Remove primary key

### Table Relationship

- One to One Relationship
- One to Many Relationship

- Creating a Table Relationship
- Referential Integrity
- Cascading Updates and Deletes
- Print a Table Relationship Report
- Delete Table Relationship
- Foreign Key

### Managing Data

- Add Records to a Table
- Find and Replace
- Totals
- Sort Records
- Filters

### Queries

- Query Wizard
- Query Design Feature
- Query Criteria

### Forms

- Form Views
- Create a Form
- Form Wizard

### Report

- Report View
- Create A Report
- Report Wizard
- Print report